

BUILDING PLAN GUIDELINES

What are the minimum Building Plan submittal requirements?

Building plan submittal requirements will vary depending on your scope of work and the level of complexity of the project. In general, a professionally drawn plan to appropriate scale includes: a site plan, floor plan, elevations, building sections, foundation, framing, structural details, electrical (schematic) and (load Calcs), mechanical (schematic), plumbing and gas (schematic) plan. Supporting construction documents may include structural calculations, a soil report and energy compliance reports. Commercial, multi-family and public housing projects must also include required accessibility design and specific detailing in the architectural and grading plans to ensure compliance with state and federal access laws.

Construction documents, special inspection and structural observation programs, and other data shall be submitted in one or more sets with each application for a permit. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. The building official is authorized to require additional construction documents to be prepared by a registered design professional (if required).

What are the plan check turnaround timelines?

In general, most new residential projects require a 20-business day review, commercial projects are 30-business days, and resubmittals are checked within 10-business days. Smaller projects may be reviewed initially within 4 business days. Small residential rooftop solar PV projects 10 kW or less are reviewed within 4 business days.

ALL CONTRACTORS ARE REQUIRED TO HAVE A CITY BUSINESS LICENSE BEFORE BUILDING PERMIT IS SIGNED!